



ASIC
Australian Securities &
Investments Commission

How to cancel a business name

ASIC Connect user guide | Published June 2025



Note: The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Overview

- [ASIC Connect](#) is the online system used to manage your business name.
- You can cancel a business name from your ASIC Connect account.

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under the **Business name holder** option, choose (from the drop-down menu):
 - **Cancel or transfer my business name** and log in to ASIC Connect, or
 - **Learn more about ASIC's online services** for more information on how to access our portals.

Tips:

- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

How to cancel a business name

STEP 1:

Select the **Lodgements & Notifications** tab at the top of the screen.

1. Select the radio button next to the business name you wish to transfer.
2. In the transactions column, select **Cancel/Transfer Business Name**.
3. Select **Go** to continue.

myBusinesses

Select the button next to the business to view and update its details.

Business	Type	Status	Transactions
☒ business name example 50	Business Names	Registered	1 Select Option 2 Cancel/Transfer Business Name Go 3
☐ Example Auditor	SMSF Auditor	Registered	Go
☐ VICTORY CAFE	Business Names	Registered	Go
☐ example business name 52	Business Names	Registered	Go

STEP 2:

1. Select the option to indicate you would like to cancel the business name.
2. Select **Next** to continue.

Cancel Business Name

Transaction reference number: 1-5958GYV

Business : business name example 50
Type : Business Names

Details

* Please select an option for cancellation

☒ I would like to cancel this business name

☐ I would like to transfer this business name

Cancel Save & Exit Next

Review

1. Check that the information displayed is correct.
2. Select **Submit** to continue.

Cancel Business Name

Transaction reference number: 1-2TM6D8C

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed.

Business : business name example 50
Type : Business Names

Details

You are requesting to cancel this business name. The cancellation will come into effect 28 days after you receive a 'Notice of intention to cancel a business name' from us.

This business name will not be available to anyone else to register until 4 months after cancellation comes into effect.

You are requesting to cancel this business name: business name example 50

Buttons: Back, Cancel, Save & Exit, **Submit**

Do It Now:

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links:

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Declare

1. Read the declaration to ensure you agree with the conditions of the transaction.
2. If you agree, tick the boxes next to the declaration to continue.
3. Select your authority for submitting the transaction.
4. Select **Next** to continue.

The screenshot shows the 'Cancel Business Name' form in the ASIC Connect system. The form is titled 'Cancel Business Name' and has a transaction reference number of 1-567DHU5. The form is divided into several sections, with the 'Declare' section being the current step. The 'Declare' section contains a 'Declaration' and an 'Authority' section. The 'Declaration' section has two mandatory fields: 'Business : business name example 50' and 'Type : Business Names'. The 'Declaration' text states: 'If you are not the business name holder, you must be authorised by the business name holder or holders to make each of the declarations and submit this transaction on their behalf. See who may be authorised to lodge a transaction for more information.' The 'Authority' section has two mandatory fields: 'Please select one.' and 'I declare that:'. The 'I declare that' section has two options: 'I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.' and 'I am lodging this transaction on behalf of the business name holder or holders and am authorised to:'. The 'I am lodging this transaction on behalf of the business name holder or holders and am authorised to:' option has two sub-points: 'submit this transaction for lodgement on behalf of the business name holder or holders under the terms and conditions of the Electronic Lodgement Protocol - Business Names; and' and 'make each of the above declarations on behalf of the business name holder or holders after making all due and proper enquiries.' The form also includes a 'Next' button at the bottom right. The form is annotated with red numbers 1 through 4, corresponding to the steps in the list above.

1 Declaration

2 * This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).

3 * To the best of my knowledge, the information supplied in this transaction is complete and accurate (it is an offence to provide false or misleading information to ASIC).

4 Next

Confirm

1. This screen confirms that your transaction has been submitted.
 2. Select **Print the transaction** to download a printable PDF version of the address.
 3. Select one of the links under *What else can I do* for more information about other services.
- OR

4. Select **Home** to return to the ASIC Connect homepage.

Note: The cancellation will not come into effect until 28 days after you receive the *Notice of intention to cancel a business name* email from us. If no email address is recorded, your notice will be sent to the address for service recorded on our register.

The screenshot displays the ASIC Connect interface for the 'Cancel Business Name' transaction. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar. The main content area is titled 'Cancel Business Name' and shows a 'Confirmation' step. A green box with a checkmark indicates the transaction is successful. Below this is a 'Summary' section with details about the notice of intention to cancel, the transaction date (09 Apr 2013), and the transaction reference number (1-2TM6D8C). A 'Print the transaction' link is provided. The 'What else can I do?' section offers links for further information, viewing transactions, and messages. A 'Home' button is at the bottom right. Red numbered boxes 1 through 4 highlight specific elements: 1 points to the success message, 2 points to the 'Print the transaction' link, 3 points to the 'What else can I do?' section, and 4 points to the 'Home' button.

1

2

3

4